



JANICE K. BREWER
GOVERNOR

ALBERTO C. GUTIER
DIRECTOR
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

January 2012

Re: FY 2013 Grant Proposals

Dear Prospective Grantee:

I am very pleased to announce the beginning of the 2013 Fiscal Year with the enclosed proposal guide. Proposals are due to the Governor's Office of Highway Safety by 5:00 PM on March 16, 2012. Like last year, proposals must be submitted through the e-grants system. All of the necessary details are enclosed.

A few important reminders as you draft your proposals:

- As we have done the last three years, this year we will make determinations on funding based on your agency's prior performance. It is imperative that you report statistics on the GOHS DUI Reporting System. Equally important is that you have demonstrated the ability to budget and spend grant funding wisely on a quarterly basis throughout the year and have demonstrated this through your quarterly reports and RCIs. Operational and financial performance will determine whether or not you receive funding this year and at what level.
- You must submit a cover letter addressed to me, on your letterhead, signed by the head of your agency or department. This letter must summarize the total number of proposals submitted, the total dollar amount requested and if submitting for multiple grants, the priority of your request.
- Your proposal must have achievable and measurable goals and objectives. Make sure that you can achieve the goals set in your proposal.
- Pay careful attention to your ERE calculation, we have encountered many agencies overcharging for ERE and pay close attention to this.

It is our goal to have the contracts to you in August so they can begin on October 1, 2012. We look forward to continuing our work on keeping Arizona's streets and highways safe.

Sincerely,

Alberto Gutier, Director and
Governor's Highway Safety Representative